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16 June 1958

SUBJECT: Preparation of Certificates of Service

TO: Contracting Officer

Reference letter #24708 dated 27 February 1958 which concerned the necessity for all contractors to attach Certificates of Service to their invoices when presenting them to your Finance Officer for payment of services provided by their technical service personnel.

This office agrees with your recommendations. Inclosed is a suggested letter covering this subject to be sent to Lockheed, Remo-Wooldridge, Hycon, Perkin-Elmer, and Westinghouse. Copies of T.O. 00-25-174 are also inclosed for distribution to the contractors.

Retroactive Certificates of Service were not requested from the contractors since the monthly status reports of past technical representative services appear to be in sufficient detail to satisfy the needs of the Finance Officer. Two copies of all status reports have been or will be sent to the Finance Officer for the period through 30 June 1958. The contractors should be in a position to comply with the inclosed letter beginning 1 July 1958.

SAC has been requested to forward three copies of all Certificates of Service to the WSPC in lieu of their Air Force Finance Officer. Two copies will be forwarded to your office for subsequent processing and payment of contractors' invoices. SAC has also been advised of the procedures which all contractors are to follow in regard to travel by their technical representatives.

**CONTAINS SENSITIVE
COMPARTMENTED INFORMATION**

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